

Contractor Support Services for the Department of Homeland Security (DHS)
Customs and Border Protection (CBP)
Office of Procurement
Sample Statement of Work

Scope of Work

1. General. The contractor will be responsible for providing acquisition support to the CBP Office of Procurement in the areas of Contract Award and Management, Cost and Pricing Support, and Contract Administration Support to CBP. In addition, the contractor will assist the Contracting Officer in the development of solutions and recommendations regarding contractual issues.

2. Performance Requirements. The contractor shall have:

- a. Knowledge of Federal and agency laws, regulations, and procedures applicable to the acquisition process and to the award and administration of CBP contracts;
- b. Ability to perform cost/price analysis of simple and complex contractor proposals;
- c. Knowledge of and experience with various contract types, to include but not limited to, Indefinite Delivery Indefinite Quantity contracts, Cost Reimbursement Contracts, Time and Materials, Labor Hour, and Fixed-Price contracts;
- d. Ability to assist the Contracting Officer in developing acquisition strategies;
- e. Knowledge of processes for negotiated procurements, to include, but not limited to development of negotiation positions; and
- f. Knowledge of contract administration principles and the practices to monitor contractor performance, including review of contractors' invoices.

3. Tasks. The three major tasks in providing this support are:

Task 1: Contract Award and Management

Task 2: Cost and Pricing Support

Task 3: Contract Administration Support

Task 1: Contract Award and Management

The contractor shall provide Contract Award and Management support, including recommendations regarding official program direction in the formation of contracts, resolution of contract-related issues, and providing ongoing contract negotiation and contract management for the CBP ASI program. The duties related to this task include, but are not limited to:

- Participate in preparation of and/or review proposed Statements of Work (SOWs) and Statements of Objectives (SOOs) with CBP personnel and other CBP program support contractors.
- Receive and distribute proposals to business managers and sub-COTRs.
- Provide cost and price analysis support.

- Prepare pre and post negotiation memoranda.
- Participate in task order and contract modification negotiations.
- Prepare and distribute notes of negotiations.
- Task Order (TO) preparation.
- Evaluation Change Requests (CR) and/or Change Order modifications.
- Task Order modification recommendations.
- Task Order modification preparation.
- Develop incentive fee and award fee plans and procedures and update, as necessary.
- Review eCP Notifications and Consent requests to subcontract.
- Coordinate with eCP on contract issues and status.
- Represent the Contracting Officer (CO) at contract status, performance board, ASI Management Team, Change Review Board, and other meetings.
- Prepare contract correspondence.
- Maintain CBP contract files.

Task 2: Cost and Pricing Support

The contractor shall provide Cost and Pricing support to the CBP American Shield Initiative (ASI) program. This support includes analyzing proposals submitted for task orders and contract modifications; preparation of pre and post negotiation documentation; and documenting CBP contract files. The duties related to this task, include, but are not limited to:

- Support/coordinate development of Independent Government Cost Estimates.
- Coordinate technical and cost analysis of proposals.
- Conduct fact-finding to support contractor negotiations/discussions.
- Provide labor, overhead, and ODC rate validations.
- Perform cost/price analysis on contractor proposals.
- Prepare the Government's Pre-Negotiation position.
- Participate in negotiations/discussions.
- Upon conclusion of negotiations, prepare the CO's Price negotiation memoranda.
- Research contract related information and data.
- Support property lease agreements and ratifications, as necessary.
- Monitor, track, and maintain pertinent contract files and correspondence.

Task 3: Contract Administration Support

The contractor shall provide Contract Administration support to the CBP ASI program. This support includes supporting the CBP contracting officer in day-to-day activities related to the contract administration of contracts supporting CBP ASI. The duties related to this task, include, but are not limited to:

- Review and evaluate monthly invoices and make recommendations for approval or for "suspensions" and "rejections", obtain management approvals and prepare CO letters for payment.
- Monitor and track invoice payment schedules.

- Process all incoming invoices ensuring compliance with the Prompt Payment Act.
- Prepare special invoice analyses as requested by sub COTRs.
- Meet with eCP monthly on invoicing issues and procedures.
- Conduct research of contract related information.
- Manage the ASI deliverables program, including the preparation of all official CO correspondence to contractors.
- Receive and distribute incoming contractor proposals to assigned Government evaluators.
- Process requests to subcontract from contracts, maintain subcontract status reports, and review contractor subcontract reports.
- Assist with incentive and award fee planning and execution.
- Maintain TO databases for award fees.
- Schedule and coordinate deliverable review meetings, prepare/coordinate preparation and issuance of Deliverable Response Letter.
- Monitor and track GFP/GFI/GFE requirements.
- Maintain, update, and distribute designated sub-COTR letters and information.
- Prepare contract/task order closeout reports and supporting artifacts.
- Prepare TO closeout actions.
- Review, evaluate and comment on new, or changes to, existing CBP ASI procedures relating to the contracting process.
- Maintain official contract files.

DELIVERABLES

The Contractor shall provide a monthly status report by the 15th of each month (or the first Monday after, if the 15th falls on a weekend) for the previous month that outlines the following:

- Work accomplished
- Planned work for the next reporting period
- Potential problem areas, if any
- Summary of hours worked

PERIOD OF PERFORMANCE

The period of performance shall be from April 1, 2006 through March 31, 2007 with three (3) one-year option periods as follows:

Option Year 1: April 1, 2007 – March 31, 2008

Option Year 2: April 1, 2008 – March 31, 2009

Option Year 3: April 1, 2009 – March 31, 2010

PLACE OF PERFORMANCE

The work shall be performed on-site at CBP locations in the metropolitan Washington, DC area.

GOVERNMENT FURNISHED PROPERTY

CBP will furnish standard desktop computers and software, office space and furniture, telephones, copying equipment, and consumable supplies for personnel working directly on this contract.

SECURITY REQUIREMENTS

The requirement for contractor personnel to obtain a security clearance as designated by the CBP contracting officer may arise per CBP security policies and procedures. The Government will notify the Contractor of all such requirements as soon as practicable.